

2016 Integrating Career Awareness (ICA) in the Adult Education and English Language Acquisition Classroom



Integrating Career Awareness (ICA) Online Course

The purpose of this course is to prepare instructors, administrators, and counselors to implement the Integrating Career Awareness into the ABE & ESOL Classroom (ICA) Curriculum Guide within the context of their work situation. The course provides strategies and resources for guiding students as they set career goals and secure the educational services they need to pursue their personal and employment goals. To increase participants' comfort and familiarity with the curriculum guide and related topics, throughout the self-paced course, participants will be required to implement portions of the guide in their local program.

By the end of the course, participants will be able to:

- Identify portions of the ICA Curriculum Guide most relevant to their students' needs
- Assist adult students when completing career and education planning and when goal setting
- Assist adult students through a goal setting process
- Design a career-infused lesson plans customized to their unique instructional or counseling situation
- Navigate, compare, and assess online resources for integrating career awareness
- Explore career pathways and jobs and list the educational steps needed towards a credential that pathway or career

This, self-paced 6 week course will run from April 25th to June 3rd and will require approximately 10 hours of work. Learning activities will consists of both online reading/viewing, independent exploration of resources, and on-the-job implementation of instructional and counseling strategies.

How will I benefit?

- Increase content knowledge, improve the quality and effectiveness of instructional and counseling strategies, and improve your confidence and comfort in teaching and coaching adult learners.
- Improve learner outcomes through more effective instruction.
- Expand networking, resource sharing, and collaboration with other adult educators statewide through an ongoing online community of practice.
- Earn a Professional Growth Points certificate for 10 hours/points. (Please note that one classroom hour is worth one Professional Growth Point).
- Complete your annual DWD Professional Development Attendance Requirement by finishing at least 80 percent of the course work as well as the final evaluation.

Who can participate?

Any Indiana Adult Education professional who wants to increase his or her knowledge and instructional or counseling skills is encouraged to apply. The curriculum is intended to be implemented immediately. Up to 20 individuals per course will be selected to participate.

What is required of participants involved?

- Participants must have access to a computer with internet capabilities. This computer must have adobe flash software installed. Participants will need to be able to participate in an online learning platform called Schoology. Becoming proficient may require some additional work if the participant is not used to using online learning platforms.
- Participants will be expected to complete online assessments, submit/upload documents, and post onto course specific discussion boards.
- Participants must complete 80% or more of the required course activities as well as complete the end of course evaluation in order to receive a DWD Professional Growth Point Certificate. This is also necessary to be tracked as having completed the 2015-16 DWD PD Attendance Requirement.
- Participants should be prepared to make a commitment for the entire program of approximately 10 hours of self-paced work spread out over 6 weeks. (Dates listed in the calendar below).
- Participants must complete an online application and obtain approval and support from their program administrator

LINCS Online Course Calendar of Events		
Date	Time/Location	Description
March 9 th , 2016	Survey Monkey	Course Registration Opens
April 11 th , 2016	5 pm (ET)	Course Registration Closes
April 18 th , 2016	Email	Applicants will be notified if they have or have not been accepted.
April 25 th , 2016	Schoology	Courses Open
Week 1 (4/25/16 – 5/1/16)	Schoology	-Lesson 1: Course Introduction -Lesson 2: The Why and What of Career Awareness and Planning -Lesson 3: The Cultural Context of Career Planning
Weeks 2 - 3 (5/2/16 – 5/15/16)	Schoology	-Lesson 4: The Self– Exploration Process
Week 4 (5/16/16 – 5/22/16)	Schoology	-Lesson 5: Occupational Exploration
Week 5 (5/23/16 – 5/29/16)	Schoology	-Lesson 6: Career Planning Skills
June 3 rd , 2016	5 pm (ET)	Courses Close
June 3 rd , 2016	5 pm (ET)	Evaluation Survey Opens
June 15 th , 2016	5 pm (ET)	Evaluation Survey Closes
June 17 th , 2016	N/A	PGPs Awarded

Application Process:

- Interested staff should first review the participation requirements with their program administrators. Individuals should allow themselves approximately 15 minutes to complete the application.
- All applications must be submitted online and can be accessed here: <https://www.surveymonkey.com/r/ICASpring2016>
- **Applications will be accepted until 5:00 pm on Monday, April 18th, 2016.**
- Questions about this professional development can be sent to: DWDAdultEdPD@dwd.in.gov